

## SECTION 5: REVISED BUDGET

The budget must balance. Total revenues (line 19) must equal total expenses (line 34) The amount of in-kind support (line 18) must equal in-kind expenses (line 33) Round all budget figures to the nearest whole dollar. Budget figures must be itemized in Attachment #2, including all payments to artists.

Applicant Name:			
<b>REVENUES-----Earned</b>		<b>CASH</b>	<b>IN-KIND</b>
1. Admissions			
2. Contracted services			
3. Other			
4. Total earned revenue	add lines 1,2 & 3. Copy to Revised Budget Summary on the GIF		
<b>REVENUES-----Unearned</b>			
5. Corporate support			
6. Foundation support			
7. Other private support			
8. Federal support			
9. Regional support			
10. Local government support			
11. Other unearned revenue			
12. Applicant cash			
13. Sub-total unearned revenue	add lines 5 -through- 12		
14. State support -not from Council			
15. Total unearned revenue	add lines 13 & 14. Copy to Revised Budget Summary on the GIF		
16. MCACA grant award amount			
17. Total cash revenue	add lines 4, 15 & 16. Copy to Revised Budget Summary on the GIF		
18. Total in-kind support -from line 33	Copy to Revised Budget Summary on the GIF		
19. Total revenues	add lines 17 & 18. Copy to Revised Budget Summary on the GIF		
20. Cash match	add lines 4 & 13. Copy to Revised Budget Summary on the GIF		

**SECTION 5: REVISED BUDGET continued**

Applicant Name:			
<b>EXPENSES</b>	<b>CASH</b>	<b>IN-KIND</b>	
21. Administrative employees			
22. Artistic employees			
23. Technical/production employees			
24. Artistic fees/services -non-employee			
25. Other fees/services - non-employee			
26. Space rental			
27. Travel			
28. Marketing, publicity & promotion			
29. Other expenses			
30. Capital expenses - acquisitions			
31. Capital expenses - other			
32. Total cash expenses	add lines 21 through 31. Copy to Revised Budget Summary on the GIF		
33. Total in-kind expenses	add lines 21 through 31. Copy to Revised Budget Summary on the GIF		
34. Total expenses	add lines 32 & 33. Copy to Revised Budget Summary on the GIF		

**As Attachment #2** — provide a detail itemization / explanation for each figure in the budget, on both the revenue side and the expense side. Itemize each budget figure by identifying the individual dollar amounts, that when added together, equal the amount you reported in your projected budget.

You must indicate the source for revenue figures or the use for expense figures, for every itemized figure.

The itemized figure for payments to all artists must identify by name the artist, or groups of artists, who will be paid and their fee. (Instead of listing the names of artists, or group of artists', you may substitute the type and number of artists to be paid and their fees.) Be sure the total amount to be paid to artists is itemized.

The itemization must explain every dollar listed in the budget. Figures broken down in the itemization must match the figures entered on a particular budget line. The budget must be complete. The budget must be typed. The budget numbers must be rounded to the nearest whole dollar (do not include cents).

The budget must balance: **Total cash revenues (line 17) must equal total cash expenses (line 32)**  
**Total in-kind support (line 18) must equal total in-kind expenses (line 33)**  
**Total revenues (line 19) must equal total expenses (line 34).**

The budget must be accurate and should contain no mathematical errors.

**Authorized official:**

\_\_\_\_\_  
Name typed

\_\_\_\_\_  
Signature

# Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as an ATTACHMENT. The following is a sample of such an itemization.

## ATTACHMENT, Page 1 "Your" Arts Organization Inc.

### Revenue:

(p = projected) (c = confirmed)

#### Admissions

Ticket sales

4 performances x 750 x \$5 per ticket \$15,000 p **\$15,000**

This number is from line 1 of the budget form

#### Contracted services

7 school workshops - 7 x \$150 ea \$1,050 c

2 school performances - 2 x \$350 ea \$700 c

\$1,750 c **\$1,750**

This number is from line 2 of the budget form

#### Other / Memberships

400 x \$15 per membership \$6,000

80 x \$25 per membership \$2,000

\$8,000 c **\$8,000**

This number is from line 3 of the budget form

#### Corporate Support

The Alexander Corporation \$2,000 p

15 businesses @ \$250 \$3,750 p

4 businesses @ \$1,000 \$4,000 p

\$9,750 p **\$9,750**

This number is from line 5 of the budget form

#### Other Private Support

Millionaire Raffle \$7,000 p

Charities of Our Town \$3,000 p

\$10,000 p **\$10,000**

This number is from line 7 of the budget form

#### Council award

\$11,000

#### Total Cash Revenue

\$55,500 **\$55,500**

This number is from line 17 of the budget form

This amount should equal the amount on line 32 of the budget form

### Expense In-Kind

#### Administrative Employees:

Executive Director - 5% of salary \$1,250 **\$1,250**

This number is from line 21 of the budget form

#### Other fees/services (non-employee)

7 school teachers - 7% of salary

7 x \$2,450 \$17,150 **\$17,150**

This number is from line 25 of the budget form

#### Space Rental

Allante Elementary Auditorium

2 performances - 2 x \$800 \$1,600

**\$1,600**

This number is from line 26 of the budget form

#### Total In-Kind Expenses

\$20,000 **\$20,000**

This number is from line 33 of the budget form